

## Vermont Department of Libraries Summer Programming Grant Guidelines State Fiscal Year 2022

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The Department of Libraries supports the mission of local public libraries to provide quality library programming for children, teens, and families. The Department sponsors an annual Summer Reading program available to all Vermont public libraries to foster summer reading for youth of all ages. The Summer Reading program encourages a love of reading, introduces children and teens to books and authors to expand leisure reading choices, and works to prevent the “summer slide” and loss of reading skills during the summer months when youth are out of school.

Each year as part of the Summer Reading program, the Department of Libraries provides funding to support libraries in providing a wide array of library programming for children, teens, and families. Libraries can use funds to purchase materials that support summer programming in addition to the option of hiring paid performers for in-person and virtual programming.

We encourage libraries to collaborate and pool their grant money to plan programs and events that serve the greatest number of youths in the most effective manner.

### **GENERAL INFORMATION**

Each successful applicant will receive a grant of \$300.00 to be used towards up to 6 items from the list below to support a wide array of programming. The minimum per purchase is \$50.00 from a single supplier. Funding may be used towards purchases of more than \$300.00 with libraries being responsible to cover any costs beyond \$300.00, including any additional supplies or upgrades. Receipts will need to be submitted following the guidelines.

- **Performer/Speaker/Author:** This refers to a person who is not an employee of the hiring library who is presenting an in-person or live virtual program geared towards youth and families. Categories of paid programming include: arts/crafts, authors & illustrators, clowns/juggling/magic/mime, music/dance/movement, presentations, puppet shows, STEM, nature, sports skills/tricks, storytelling, history, theater, writing etc. Eligible costs include performer fees and one-way/round-trip mileage between the performer’s home and the library. Mileage rates are set at \$0.58 per mile. Any in-person programming must be offered in strict adherence to the state-mandated COVID-19 safety guidelines. Due to limits imposed on in-person gatherings, grant monies may also be spent on virtual performances that adhere to the virtual performance guidelines.

- **Purchase of programming materials:** Libraries may purchase materials from the categories below to support virtual, grab & go, or in-person programming. The minimum per purchase is \$50.00 from a single supplier. Libraries receiving funds will be asked to document how these items were used to support programming during the summer.
- **Additional items from CSLP:** VTLIB provides certain eligible incentives for free to Vermont public libraries. Libraries that wish to acquire additional items such as themed apparel, toys, and other products from CSLP can use grant funds to do so.
- **Virtual programming tools:** Licenses for presentation and virtual programming tools (such as Zoom or gaming platforms), tech upgrades, hardware, etc.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups.
- **Equipment & evergreen items:**
  - Maker items such as: button makers, instant cameras, etc.
  - STEM items such as: microscopes, robotics, 3D printers etc.
  - Other non-traditional circulating items used for summer programming such as musical instruments, games (tabletop or videogames), etc.

The library programs supported with this grant **must** take place between **May 15 and September 15, 2022**. All grant funds must be expended by **September 15, 2022**.

Libraries **must** acknowledge funding support from the Vermont Department of Libraries in program publicity and press releases.

## **ELIGIBILITY**

- Vermont public libraries may receive grants under this program.
- Libraries are only eligible for this grant if previous grant reporting requirements were met.
- Eligible grantees are those that are not currently suspended or debarred by the Federal government and are current in submissions of the Subrecipient Annual Report and Single Audit Reports for at least the past three years and must pass a

pre-award risk assessment.

## **APPLICATION PROCESS & SUBMISSION**

- To apply, applicants must submit the application webform available on the VTLIB website here: [https://libraries.vermont.gov/services/VTLIB\\_grants/summer\\_program\\_grant](https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant)
- The webform submission, W-9, and Certificate of Insurance must be received by **March 14, 2022 at 11:59pm**.
- Successful applicants will receive an award letter and grant administrative documents via email. These documents will be sent to the library director. Grant documents, including the grant agreement, are due by **April 11, 2022 at 11:59pm**. Please keep in mind that the grant agreement will be signed by directors electronically using DocuSign.

## **FINAL REPORT**

Award recipients will submit the Grant Certification and Expenditure Report by **October 15, 2022** to certify the grant funds have been spent in accordance with the grant agreement.

- Grant award recipients will be provided the Grant Certification and Expenditure Report after the application period has ended.
- The Vermont Department of Libraries encourages recipients to submit their report and any applicable receipts soon after the end of the program(s). However, the final deadline for submitting the report is October 15, 2022.

## **QUESTIONS**

- Questions should be sent to our Youth Grants email: [lib.vtlibyouthgrants@vermont.gov](mailto:lib.vtlibyouthgrants@vermont.gov).